



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 3D CORPS SUPPORT COMMAND**  
**UNIT 29620**  
**APO AE 09096**

REPLY TO  
ATTENTION OF

AETV-SCG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 3d Corps Support Command (COSCOM) Policy Memorandum #3, Open Door Policy

1. PURPOSE. To prescribe procedures for personnel of this command to express their opinions or state personal grievances unresolved by their chain of command.
2. APPLICABILITY. Headquarters, 3D COSCOM and all subordinate units.
3. POLICY.
  - a. I am your Commanding General. I will talk with any individual Soldier, family member, or civilian employee. Matters of urgent importance may be presented at any time. My availability should be coordinated with my secretary or the SGS.
  - b. Leaders at all levels must be sensitive to the needs and problems of their Soldiers and assist in solving problems. I expect that the chain of command at all levels be given the opportunity to resolve a problem at their levels. If the perception is that the problem can only be solved at my level, then my door is open to you.
4. SUPERSESSION. This policy supersedes the previous Open Door Policy memorandum #3.
5. EXPIRATION. This policy memorandum expires 15 September 2005.
6. "Sustaining the Line!"

REBECCA S. HALSTEAD  
Brigadier General, USA  
Commanding

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